



DATE: June 19, 2007

TO: ALL STATE AGENCY PERSONNEL OFFICERS

**SUBJECT: STAFF SERVICES ANALYST (GENERAL) – FORMERLY
GOVERNMENTAL PROGRAM ANALYST**

The purpose of this memorandum is to inform you of actions the five-member State Personnel Board (Board) is expected to affirm at its July 10, 2007, meeting as a result of a cooperative effort between the Department of Personnel Administration (DPA), State Personnel Board (SPB), various departments, and the Service Employees International Union (SEIU), Local 1000. This effort represents an alternative to the establishment of the proposed Governmental Program Analyst (GPA) class, as heard at the April 3, 2007, and May 8, 2007 Board meetings.

Overall, the changes include:

1. Revisions to the Staff Services Analyst (SSA) (General) class specification, minimum qualifications, and alternate range criteria, with the provision for college graduates to be appointed at SSA, Range C.
2. On July 10, 2007, the new exam process for SSA will be operational and consist of the Life Experience Questionnaire (LEQ), an internet-based testing process that will be available to anyone who wishes to take the test at any time.
3. On August 1, 2007, the current SSA eligible list will be abolished to allow the new exam process to go into effect. Therefore, any departments using the current SSA list will need to conclude their appointment process or they may choose to use the newly established list. All eligibles on the current SSA list will be notified of the new testing process.
4. All transfers into SSA class will require passing the current SSA written exam, to determine that candidates possess the necessary knowledge, skills, and abilities for this class. SPB will maintain records of those who have successfully passed the abolished SSA exam for transfer purposes. In addition, SPB will administer the SSA transfer exam, and will work with departments who wish to administer the exam themselves.

5. The Management Services Technician (MST) class will be resurrected for training and bridging to the SSA class. This includes functioning training programs to enable employees to successfully pass the written transfer exam, restructuring of jobs and tasks, and use of training and development (T & D) assignments.

Furthermore, in a period of not less than one year, DPA, SPB, departments, and SEIU will be evaluating the impact of the revisions to SSA, including the effectiveness in recruitment of college graduates, and upward mobility of State civil service employees.

It is expected that more communications will follow. Questions regarding the current SSA certification list or new exam process may be directed to the Merit Employment and Technical Resources Division (METRD), Roberta Nishimura or Greg Collet at (916) 653-1502.

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Executive Officer